

**Town of Brookfield
Selectmen's Agenda
Town Hall
Tuesday, May 28, 2013 – 6:30 pm**

SPECIAL MEETING

Selectmen Present: Stephen J. Comtois II, Nicholas M. Thomo, Linda M. Lincoln
Camera Operators: None
Press: None
Others Present: Trudy O’Connell, Beth Coughlin, Jeanne Meyers

Mr. Comtois called the meeting to order at 6:38 p.m. and led the group in the Pledge of Allegiance.

Agenda:

1. REVIEW AND APPOINT TREASURER SCREENING COMMITTEE MEMBERS.

Mr. Comtois entertained a motion to appoint the following members to the Treasurer Screening Committee: Linda Lincoln, Beth Coughlin, Philip Peirce, Jeanne Myers, Trudy O’Connell, Jonathan Twining and Polly Texeira; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

2. REVIEW AND ADOPT TREASURER SCREENING COMMITTEE CHARGE

Mr. Comtois entertained a motion to approve the Treasurer Screening Committee charge as follows; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

**SELECTMEN’S CHARGE TO THE TREASURER SCREENING COMMITTEE
FORMED MAY 21, 2013**

As defined by Town By-law, the Treasurer Screening Committee shall be composed of seven citizens, including one member of the Board of Selectmen, one member of the Advisory Committee, one member of the Personnel Board, and four members at large to be appointed by the Town Moderator. The Board of Selectmen of the Town of Brookfield hereby charges the Town Treasurer Screening Committee with the following responsibilities and duties:

1. The election of officers including at least a Chairman, Vice-Chairman and Secretary;
2. The recording of minutes and votes of all meetings. Minutes are to be signed by the Secretary of the Committee upon approval; copies of the minutes shall be submitted to the Board of Selectmen;
3. The Committee shall comply with the provisions of Open Meeting Law, particularly as it applies to the postings of meetings, the conduct of preliminary

- screening of applicants in executive sessions, and discussions or selection of finalists in open session;
4. The Committee shall be governed by the Conflict of Interest laws;
 5. The Committee shall review the applications to establish the qualifications of candidates for the position of Treasurer and make a written recommendation to the Board of Selectmen of no more than three qualified candidates no later than July 5, 2013;
 6. This charge may be amended by the Board of Selectmen at any time.

3. SIGN STATE ELECTION WARRANT

Mr. Comtois entertained a motion to sign the State Election Warrant; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

4. RATIFY VOTE TO ALLOW THE CHAIR TO SIGN PAPERWORK ALLOWING BETH CONANT TO FILE UNEMPLOYMENT CLAIMS ONLINE.

Mr. Comtois entertained a motion to ratify a vote to allow the Chair to sign paperwork allowing Beth Conant to file unemployment claims online; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

Other:

Mr. Comtois entertained a motion to sign a Municipal Relief transfer from the Planning Board transferring \$910 from the Planning Board Clerk Wages Account to the Planning Board Expense Account; Mr. Thomo so moved; Ms. Lincoln seconded; so voted,

ADJOURNMENT

At 6:45 p.m., Mr. Comtois entertained a motion to adjourn the meeting; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

Respectfully submitted

Jennifer Grybowski, Administrative Assistant

Approved: _____ 6/18/13 _____